

**14 JULY 1993**



**Personnel**

**MILITARY RETIREMENTS AND  
SEPARATIONS**

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Certified by: HQ USAF/DPX  
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Supersedes AFPD 36-32, 28 May 1993.

Pages: 7  
Distribution: F

1. The Air Force must maintain a vigorous fighting force with high standards of performance and conduct. Additionally, the Air Force must be able to meet personnel strength levels established in law. As part of the overall effort to ensure these goals, the Air Force has the following policies for retiring and separating Air Force members.
2. The Air Force will establish and manage retirement and separation programs to meet acceptable strength levels. Consistent with force requirements and other personnel programs, the Air Force, in reducing its overall strength, will normally encourage voluntary separations and accelerate retirements before resorting to involuntary separation of qualified members who are not eligible for retirement.
3. The Air Force will provide for the voluntary retirement and separation of individuals who have fulfilled their commitment.
4. When appropriate, commanders will take action to separate members who do not meet Air Force standards.
5. The following responsibilities and authorities are established:
  - 5.1. HQ USAF is responsible for policy oversight and advocacy of the Air Force's program and for the interface with the Office of the Secretary of Defense staff concerning development of Department of Defense (DoD) policy and legislative initiatives.
  - 5.2. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for military retirements and separation policy matters as described in Air Force Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.
  - 5.3. The Deputy Chief of Staff for Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and approves essential procedural guidance for managing the program.

5.4. The Air Force Military Personnel Center (AFMPC) manages the day-to-day operation of the retirement and separation programs.

5.5. The Chief of the Air Force Reserve (HQ USAF/RE) develops specific retirement and separation standards for members of the US Air Force Reserve who are not on extended active duty. HQ USAF/RE also manages and oversees the retirement and separation programs for the Reserve force.

5.6. The Chief of the National Guard Bureau (NGB/CC) develops specific retirement and separation standards for the Air National Guard. NGB/CC also manages and oversees the retirement and separation programs for the Air National Guard.

6. See **Attachment 1** for measures of compliance with this directive.
7. Governing laws and directives that this policy directive implements are listed at **Attachment 2**.
8. Related publications are listed at **Attachment 3**.

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**Attachment 1****MEASURING COMPLIANCE WITH POLICY**

**A1.1.** The Air Force assesses compliance with retirement and separation policies by measuring strength management. HQ USAF/DPXAR will track semiannually the number of voluntary and involuntary retirements and separations. HQ USAF/DPXAR will extract the necessary data from the Personnel Data System (PDS) and compile it as displayed at **Figure A1.1.** and **Figure A1.2.**

**A1.2.** Voluntary retirements and separations are divided into incentive and normal programs. Incentive programs encourage members to voluntarily separate from active duty. They are used in conjunction with existing retirement and separation programs in meeting congressionally mandated personnel strength levels. Incentive programs include the Voluntary Separation Benefit, Special Separation Benefit, and the 15-Year Retirement Program. Normal programs are those existing personnel programs and policies governing retirements and separations (separation at expiration of an enlistment, completion of active duty service commitment, retirement at the completion of 20 or more years of service, etc.)

**A1.3.** Involuntary retirements and separations are programs the Air Force must implement above voluntary retirements and separations, to generate additional losses in meeting congressionally mandated personnel strength levels. For the purpose of this policy, involuntary retirements and separations are reduction-in-force (RIF) and selective early retirement boards (SERB).

Figure A1.1. Sample Metric of Retirements & Separations (Enlisted).

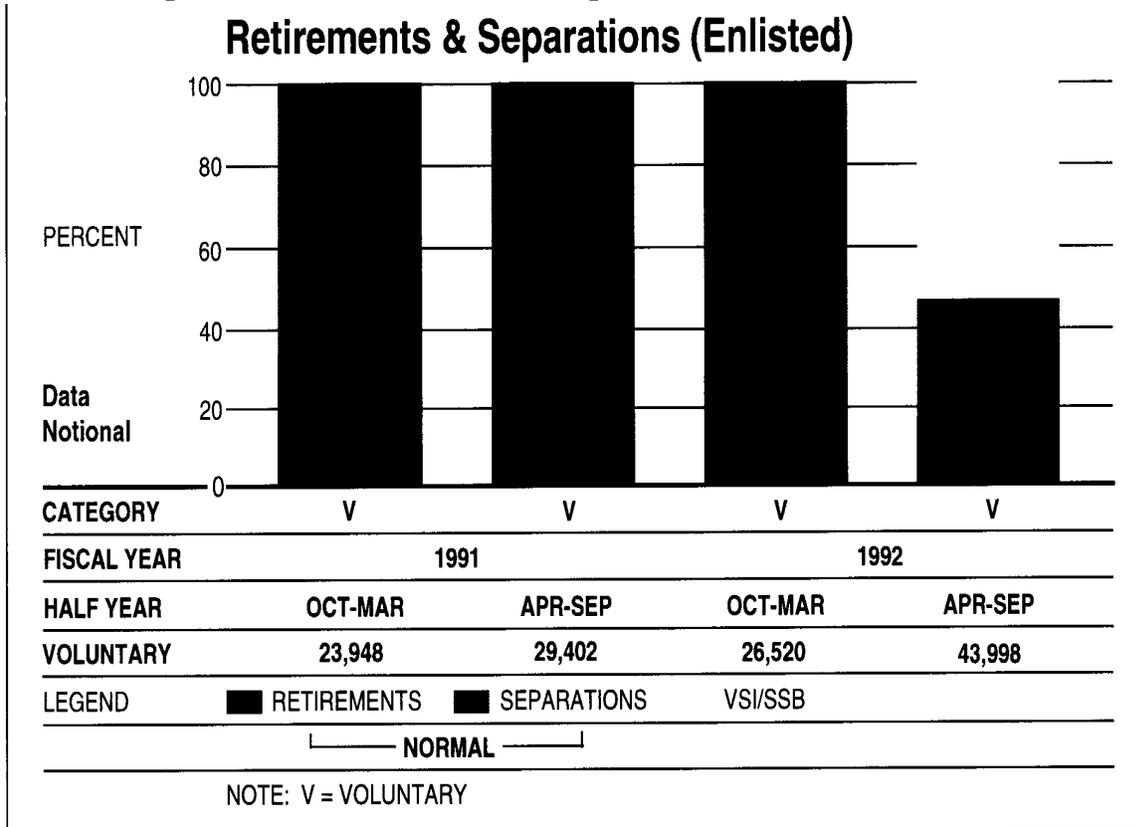
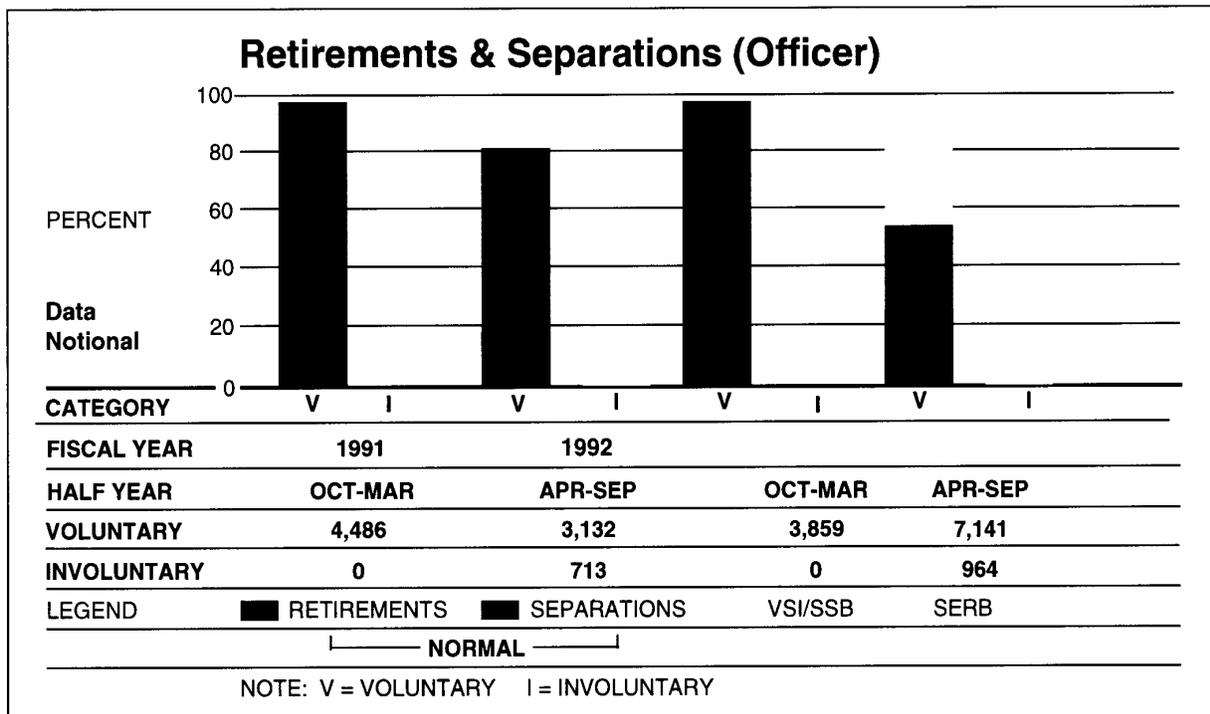


Figure A1.2. Sample Metric of Retirements & Separations (Officer).



**Attachment 2****GOVERNING LAWS AND DIRECTIVES****NOTE:**

This directive implements public laws as contained in Title 10, *Armed Forces*; Title 18, *Crimes and Criminal Procedures*; Title 32, *National Guard*; Title 38, *Veterans' Benefits*; and Title 50, *War and National Defense*; United States Code; and the following DoD Directives and Instructions:

DoD Directive 1200.15 With Changes 1 and 2, *Assignment to and Transfer Between Reserve Categories, to Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay*, February 16, 1973

DoD Instruction 1215.7, *Reserve Retirement Point Credit*, December 19, 1974

DoD Directive 1300.6 With Changes 1 through 4, *Conscientious Objectors*, August 20, 1971

DoD Directive 1304.25, *Fulfilling the Military Service Obligation*, March 17, 1986

DoD Directive 1315.15, *Special Separation Policies for Survivorship*, September 26, 1988

DoD Directive 1320.8 With Change 1, *Continuation of Regular Commissioned Officers on Active Duty*, September 18, 1981

DoD Directive 1320.10, *Discharge of Regular Commissioned Officers Unqualified for Promotion, to First Lieutenant or Lieutenant (Junior Grade)*, September 18, 1981

DoD Directive 1320.12, *Defense Officer Promotion Program*, February 4, 1992

DoD Instruction 1332.13, *Standardization of Form for Application for Replacement of Separation Documents*, December 23, 1968

DoD Directive 1332.14 With Changes 1 through 3, *Enlisted Administrative Separations*, January 28, 1982

DoD Instruction 1332.15, *Early Release of Military Enlisted Personnel for College or Vocational/Technical School Enrollment*, June 1, 1976

DoD Directive 1332.16 With Change 1, *Dropping Retired Military Personnel from the Rolls of the Armed Forces*, March 10, 1970

DoD Directive 1332.20, *Minimum Service in Grade for Non-Disability (Voluntary) Retirement*, February 26, 1982

DoD Directive 1332.28 With Changes 1 and 2, *Discharge Review Board (DRB) Procedures and Standards*, August 11, 1982

DoD Directive 1332.29, *Eligibility of Regular and Reserve Personnel for Separation Pay*, June 20, 1991

DoD Directive 1332.30 With Change 1, *Separation of Regular Commissioned Officers*, February 26, 1986

DoD Directive 1332.31, *Administrative Separation of Chaplains Upon Loss of Professional Qualifications*, October 16, 1981

DoD Directive 1332.32 With Change 1, *Selective Early Retirement of Regular Commissioned Officers on the Active Duty List*, January 22, 1982

DoD Instruction 1336.1 With Change 1, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*, January 6, 1989

DoD Directive 1344.10, *Political Activities by Members of the Armed Forces on Active Duty*, June 15, 1990

DoD Instruction 1348.34 With Changes 1 and 2, *Presidential Recognition on Retirement from Military Service*, September 13, 1989

DoD Directive 6025.6, *Licensure of Health Care Providers*, June 6, 1988

DoD Directive 6025.11 With Change 1, *DoD Healthcare Provider Credentials Review and Clinical Privileging*, May 20, 1988

**Attachment 3****RELATED PUBLICATIONS*****Interfaced Publications***

AFI 31-501, *USAF Personnel Security Program*, formerly AFR 205-32

AFI 35-3206, *Administrative Discharge Procedures (for Substandard, Performance of Duty, Misconduct, Moral or Professional Dereliction, or In the Interest of National Security)*, formerly AFR 36-2

AFI 36-2602, *Active Duty Service Determinations for Civilian or Contractual Groups*, formerly AFR 30-45

AFI 36-2004, *Interservice and Intraservice Transfer of Uniformed Services Members*, formerly AFR 35-39

AFI 36-3201, *Air Force Discharge Review Board*, formerly AFR 20-10

AFI 36-3202, *Separation Documents*, formerly AFR 35-6

AFI 36-3203, *Service Retirements*, formerly AFRs 35-7, 35-21, and AFP 35-23

AFI 36-3204, *Disposition of Conscientious Objectors*, (Formerly AFR 35-24)

AFI 36-3205, *Reserve Forces Procurement -- PALACE CHASE*, formerly AFRs 35-46 and 35-47

AFI 36-3207, *Administrative Separation of Commissioned Officers*, formerly AFR 36-12

AFI 36-3208, *Procedural Guide of Enlisted Administrative Discharge Boards*, formerly AFP 39-3

AFI 36-3209, *Administrative Separation of Airman*, formerly AFR 39-10

ANGR 36-05, *Administrative Separation/Discharge of Commissioned Officers of the Air National Guard of the USAF*

NGR 36-14, *Administrative Discharge of the Air National Guard of the United States for Unfitness, Unacceptable Conduct, In the Interest of National Security, and Substandard Performance of Duty*

NGR 39-10, *Administrative Separation of Airmen*

NGR 35-6, *Selective Retention of Air National Guard of the United States, Officer and Enlisted Personnel*